



BUREAU OF LAND MANAGEMENT
United States Department of the Interior

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Instruction Memorandum **No. CA-2002-024**

To: All California Offices
Attention: Managers and Supervisors

From: Deputy State Director, Support Services

Subject: "Introduction to Supervision" Training Course

This is to alert all supervisors and managers within BLM California about an upcoming training course entitled "Introduction to Supervision". This course fulfills the first forty hours of supervisory training mandated for new BLM supervisors. It is a five day workshop focusing on areas critical to the success of new supervisors as they learn how to accomplish the BLM's mission through managing the work of others.

The workshop will be held at the California State Office from April 1 through April 5, 2002. The exact location will be determined at a later date. The course code is 1430-12PV, and the course registration ID is 4976. There is no tuition for BLM employees enrolling in this course. The home office will pay travel and per diem.

As a participant in this workshop, you will have the opportunity to learn to assign the right duties to the right position; establish clear performance expectations; find the best people to fill the job and keep them; use rewards correctly; prevent and correct employee misconduct; manage employee time efficiently; deal with performance problems; and recognize management and union rights.

Please register directly with the National Training Center (NTC). Questions regarding the enrollment/training should be directed to Jean Sammon at NTC, phone number (602) 906-5622; e-mail address jean-sammon@tc.blm.gov.

Signed by:
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